



The Tradeshow Group
Innovators Who Listen

MCoE 2015

Exhibitor Service Manual

September 15-16, 2015
McGinnis-Wickam Hall
Gardner Field and Building 4
1 Karker Street
Ft. Benning, GA 31905



Standard Booth Specifications

Booth Size: 8 x 10

1— One line Booth ID sign (7" x 44")

1 — 6' skirted Table

2 — Folding Chairs

Sidewall Drape: Black

Backwall Drape: Black and Silver

The exhibit hall is not carpeted.

Important Deadlines

Pre-Show Pricing Orders

Must be completed and received by TTG no later than **August 28.**

Rolling Stock Notification

Must be completed and received by TTG no later than **August 28.**

Advance Warehouse Deliveries

Must be delivered to warehouse by **September 4.**

EAC Notification Form

Must be completed and received by TTG no later than **September 11.**

Exhibitor Move-In

Saturday, September 12

0800-1600 *All Vehicles*

Sunday, September 13

0800-1600 *Gardner Field*

Monday, September 14

0800-1500 *Gardner Field and Building 4*

Exhibit Hours

Tuesday, September 15

0800-1700

Wednesday, September 16

0800-1700

Exhibitor Move-Out

Wednesday, September 16

1700-2300

Please read the Exhibitor Services Manual in its entirety. Pay close attention to deadlines in order to receive the best pricing and avoid additional charges.

Questions or Comments? Contact TTG for information.



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McGinnis-Wickam Hall
 September 15-16, 2015

Advanced Payment Authorization Form

Deadline for Pre-Show Pricing: August 28, 2015

Please select a Method of Payment:

- ☐ Check Enclosed
☐ MasterCard

- ☐ American Express
☐ Visa

TTG Payment Policy: Payment in full must accompany your order. Purchase orders are not considered payment. For your convenience, we accept payment by company check (U.S. Dollars drawn on a U.S. bank), Visa, MasterCard and American Express. EVEN IF YOU ARE PAYING BY CHECK, a credit card must be on file prior to processing any orders. Any show site charges for outbound labor, freight or miscellaneous items not paid before the close of the show will be billed to your credit card. BE SURE TO PICK UP AND REVIEW YOUR STATEMENT OF CHARGES at the TTG Service Area prior to move-out. No credits or adjustments to invoices will be made after the close of the show. While every effort is made to have all charges posted to exhibitors' accounts at show close, accounts are subject to final audit.

CARD NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXPIRATION DATE

		/		
--	--	---	--	--

SECURITY CODE

--	--	--	--	--

CARDHOLDER NAME

CARDHOLDER SIGNATURE

BILLING ADDRESS

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

PHONE

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME

BOOTH NUMBER

STREET ADDRESS

CITY

STATE

ZIP

PRIMARY CONTACT

PHONE

E-MAIL ADDRESS

FAX/OTHER

ON-SITE CONTACT

MOBILE



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McGinnis-Wickam Hall
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Furniture & Accessories Rental Form

Deadline for Pre-Show Pricing: August 28, 2015

QTY.	ITEM DESCRIPTION	COLOR	PRE-SHOW PRICE	SHOW PRICE	ITEM TOTAL
	4' Draped Table x 30" high		\$ 165.00	\$ 186.00	\$
	6' Draped Table x 30" high		\$ 165.00	\$ 186.00	\$
	8' Draped Table x 30" high		\$ 175.00	\$ 210.00	\$
	4' Draped Table x 42" high		\$ 173.00	\$ 196.00	\$
	6' Draped Table x 42" high		\$ 173.00	\$ 196.00	\$
	8' Draped Table x 42" high		\$ 196.00	\$ 234.75	\$
	Round Cocktail Table x 30" high		\$ 353.00	\$ 455.00	\$
	Round Cocktail Table x 40" high		\$ 353.00	\$ 455.00	\$
	Padded Side Chair		\$ 143.00	\$ 163.00	\$
	Padded Arm Chair		\$ 150.00	\$ 162.00	\$
	Bar Stool		\$ 142.00	\$ 179.00	\$
	Literature Rack		\$ 143.00	\$ 166.00	\$
	Wastebasket		\$ 26.00	\$ 33.00	\$
	Pedestal w/ door		\$ 447.00	\$ 581.00	\$
	Bag Stand		\$ 128.00	\$ 166.00	\$
	Easel		\$ 91.00	\$ 110.00	\$
	Glass Display Case		\$ 555.00	\$ 721.00	\$
For additional items, please see the Specialty Items Order Form .				TOTAL DUE	\$

Available drape colors are: black, white, silver, blue, red. Show color for table drape will be black. If no color is selected, show color will prevail.

No refunds are made to orders canceled/exchanged once move-in begins. No credits or adjustments to invoices will be made after the close of the show. **Insurance** for the full market value of this rental equipment or any costs for repair/replacement due to neglect/loss is the responsibility of the customer.

EXHIBITING COMPANY NAME	BOOTH NUMBER



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Audio-Visual Rental Form

Deadline for Pre-Show Pricing: August 28, 2015

QTY.	DESCRIPTION	PRE-SHOW PRICE	SHOW PRICE	ITEM TOTAL
	DVD Player	\$ 150.00	\$ 195.00	\$
	19" Computer Monitor (Flat Screen)	\$ 250.00	\$ 325.00	\$
	32" LCD Computer Monitor (Flat Screen)	\$ 635.00	\$ 825.50	\$
	37" Plasma Flat Screen TV	\$ 975.00	\$ 1,275.00	\$
	42" Plasma Flat Screen TV	\$ 1,025.00	\$ 1,325.00	\$
	Stand	\$ 150.00	\$ 195.00	\$
	Laptop	\$ 350.00	\$ 440.00	\$
1	Delivery Fee			\$ 225.00
For additional equipment, please see the Specialty Items Order Form .		TOTAL DUE		\$

For additional equipment, please see the [Specialty Items Order Form](#).

No refunds are made to orders canceled/exchanged once move-in begins. No credits or adjustments to invoices will be made after the close of the show. **Insurance** for the full market value of this rental equipment or any costs for repair/replacement due to neglect/loss is the responsibility of the customer.

EXHIBITING COMPANY NAME	BOOTH NUMBER



Carpet Rental & Booth Cleaning Form

Deadline for Pre-Show Pricing: August 28, 2015

Carpet & Padding Rental

QTY.	CARPET & PADDING SIZE	COLOR	PRE-SHOW PRICE	SHOW PRICE	ITEM TOTAL
	10' Carpet		\$ 278.00	\$ 331.40	\$
	20' Carpet		\$ 456.00	\$ 562.80	\$
	30' Carpet		\$ 634.00	\$ 794.20	\$
	10' Booth Padding		\$ 185.00	\$ 215.00	\$
	20' Booth Padding		\$ 285.00	\$ 315.00	\$
	30' Booth Padding		\$ 340.00	\$ 410.00	\$
Carpet prices based on standard booth dimensions (8'x10'). For custom carpeting, please see the Specialty Items Order Form .					TOTAL DUE \$

Available carpet colors are: black, grey, blue, red. Show color for carpet will be black. If no color is selected, show color will prevail.

Booth Cleaning

All rates are based on the total square footage of the booth. There is a 100 sq. foot minimum.

DAILY - Vacuum and empty wastebasket before initial opening and daily thereafter.		PER SQ. FOOT	X	# OF DAYS	X	BOOTH SIZE (Sq. Ft.)	=	ESTIMATED COST
	Standard Rate per Day	\$.54	x	3	x		=	\$
	Booths over 1500 Sq. Ft. per Day	\$.49	x	3	x		=	\$
ONCE - Vacuum and empty wastebasket once before initial opening.		PER SQ. FOOT	X	# OF DAYS	X	BOOTH SIZE (Sq. Ft.)	=	ESTIMATED COST
	Standard Rate	\$.64	x	1	x		=	\$
	Booths over 1500 Sq. Ft.	\$.60	x	1	x		=	\$

No refunds are made to orders canceled/exchanged once move-in begins. No credits or adjustments to invoices will be made after the close of the show. **Insurance** for the full market value of this rental equipment or any costs for repair/replacement due to neglect/loss is the responsibility of the customer.

EXHIBITING COMPANY NAME	BOOTH NUMBER



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Tent Rental Form

Deadline for Pre-Show Pricing: August 28, 2015

QTY.	DESCRIPTION	PRE-SHOW PRICE	SHOW PRICE	ITEM TOTAL
	9' x 10' Canopy Tent	\$ 390.00	\$ 490.00	\$
	9' x 10' Canopy Tent w/ 3 sides	\$ 490.00	\$ 590.00	\$
	9' x 20' Canopy Tent	\$ 540.00	\$ 640.00	\$
	9' x 20' Canopy Tent w/3 sides	\$ 635.00	\$ 735.00	\$
	20' x 20' Canopy Tent	\$ 800.00	\$ 900.00	\$
	20' x 20' Canopy Tent w/ 3 sides	\$ 900.00	\$ 980.00	\$
1	Delivery & Set-Up Fee			\$ 225.00
TOTAL DUE				\$

For additional equipment, please see the [Specialty Items Order Form](#).

Tent orders cancelled by August 28, 2015 will be refunded 50% of the original price; orders cancelled after August 28 are nonrefundable.

No refunds are made to orders canceled/exchanged once move-in begins. No credits or adjustments to invoices will be made after the close of the show. **Insurance** for the full market value of this rental equipment or any costs for repair/replacement due to neglect/loss is the responsibility of the customer.

EXHIBITING COMPANY NAME	BOOTH NUMBER



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Electrical Services Order Form

Deadline for Pre-Show Pricing: August 28, 2015

The following guidelines apply to Electrical Services:

- Submit any information or diagrams which will assist our staff.
- Electrical power will be turned on one (1) hour prior to show opening and turned off at the close of the show daily.
- All equipment, regardless of power, must comply with local and federal safety codes.
- Prices indicated are for the entire length of the show.
- Each outlet is considered one actual plug-in.
- All outlets ordered for in line or peninsula booths will be installed at the back-center of the drape line. All outlets ordered for island booths will be brought to one location only within the booth.
- Any electrical orders which require the removal of carpet which has already been installed or booth furnishings that have been set-up will incur an additional labor charge at the exhibitor's expense.
- **Outside exhibits that cannot run off of the main generator must contact [TTG](#) for a quote.**

QTY.	DESCRIPTION	PRE-SHOW PRICE	SHOW PRICE	ITEM TOTAL
	110/120 Volt - 20 AMP (one outlet) Tent Area	\$ 488.05	\$ 588.25	\$
	110/120 Volt - 30 AMP (one outlet) Tent Area	\$ 580.10	\$ 672.15	\$
	Power Strip	\$ 28.95	\$ 40.55	\$
For additional equipment or non-standard services, please see the Specialty Items Order Form .				
TOTAL DUE				\$

No refunds are made to orders canceled/exchanged once move-in begins. No credits or adjustments to invoices will be made after the close of the show. **Insurance** for the full market value of this rental equipment or any costs for repair/replacement due to neglect/loss is the responsibility of the customer.

EXHIBITING COMPANY NAME	BOOTH NUMBER



Floral Order Form

Deadline for Pre-Show Pricing: August 28, 2015

Floral Information

- Rental price includes: container, top dressing, maintenance, delivery and pick-up.
- All live green material is provided on a rental basis only.**
- Rental items missing from booth upon dismantling are the responsibility of the exhibitor.

QTY.	ARRANGEMENT OPTIONS	COLOR	PRE-SHOW PRICE	SHOW PRICE	ITEM TOTAL
	Mum Plants	Yellow	\$ 45.00	\$ 58.50	\$
	Mum Plants	White	\$ 45.00	\$ 58.50	\$
	Floral Arrangement—Small		\$ 105.00	\$ 136.50	\$
	Floral Arrangement—Large		\$ 164.00	\$ 213.00	\$
	Large Boston Fern		\$ 55.00	\$ 71.50	\$
	3' Tropical Plant		\$ 58.00	\$ 74.40	\$
	4' Tropical Plant		\$ 68.00	\$ 98.40	\$
	5' Tropical Plant		\$ 89.00	\$ 121.40	\$
	6' Tropical Plant		\$ 98.00	\$ 144.40	\$
1	Floral Delivery Fee				\$ 175.00
				TOTAL DUE	\$

For additional items, please see the [Specialty Items Order Form](#).

No refunds are made to orders canceled/exchanged once move-in begins. No credits or adjustments to invoices will be made after the close of the show. **Insurance** for the full market value of this rental equipment or any costs for repair/replacement due to neglect/loss is the responsibility of the customer.

EXHIBITING COMPANY NAME	BOOTH NUMBER



Display Labor Order Form

Deadline for Pre-Show Pricing: August 28, 2015

The following guidelines apply to Installation and Dismantle Labor:

- Supervisor must check in at the TTG Service Desk to pick up laborers. Upon completion of work, supervisor must return to the TTG Service Desk to release laborers.
- Start time is guaranteed only where labor is requested for the start of the working day (8:00 am) unless the official move-in/move-out begins later in the day.
- All labor is billed in $1\frac{1}{2}$ hour increments, with a **1 hour minimum per laborer per order**. No credits or adjustments will be made to billing after the close of the show.
- Minimum charges will be assessed for labor orders which are cancelled within 24 hours of scheduled labor.

HOURLY RATES		
RATE GUIDELINES	PRE-SHOW PRICE (per man hr)	SHOW PRICE (per man hr)
Straight Time — 8:00 am to 3:30 pm, Monday through Friday	\$ 102.00	\$ 123.25
Overtime — 3:30 pm to 8:00 am, Monday through Friday; ALL DAY Saturday and Sunday	\$ 146.00	\$ 175.00
TTG Supervision — ADD 30% to total labor charge (\$30.00 minimum)		

SELECT SUPERVISION		<input type="checkbox"/> Exhibitor Supervised <input type="checkbox"/> TTG Supervised								
DATE	TIME*	NUMBER OF PEOPLE	X	APPROX. HOURS	=	TOTAL HOURS	@	HOURLY RATE	=	ESTIMATED COST
			X		=		@	\$	=	\$
			X		=		@	\$	=	\$
			X		=		@	\$	=	\$
			X		=		@	\$	=	\$
*When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to the booth after the close of the show.								TTG SUPERVISION		\$
								ESTIMATED TOTAL		\$

For TTG Supervised Labor orders, please select one of the following:

- ☐ Installation instructions are attached.
- ☐ Installation instructions are with display materials. **Crate # or Description:** _____

EXHIBITING COMPANY NAME	BOOTH NUMBER



Forklift Labor Order Form

Deadline for Pre-Show Pricing: August 28, 2015

The following guidelines apply to Installation and Dismantle Forklift Labor:

- Rates include 1 forklift and 1 operator. If additional equipment or spotters are needed for safety reasons, the exhibitor will be charged accordingly.
- **The Exhibitor must check in at the TTG Service Desk** to indicate they are ready for the forklift labor.
- Start time is guaranteed only where forklift labor is requested for the start of the working day (8:00 am) unless the official move-in/move-out begins later in the day.
- All forklift labor is billed in $\frac{1}{2}$ hour increments, with a **1 hour minimum per labor order**. No credits or adjustments will be made to billing after the close of the show.
- Minimum charges will be assessed for forklift labor orders which are cancelled within 24 hours of scheduled labor.

HOURLY RATES		
RATE GUIDELINES	PRE-SHOW PRICE (per lift per hr)	SHOW PRICE (per lift per hr)
Straight Time — 8:00 am to 3:30 pm, Monday through Friday	\$ 361.50	\$ 433.75
Overtime — 3:30 pm to 8:00 am, Monday through Friday; ALL DAY Saturday and Sunday	\$ 504.25	\$ 604.75

FORKLIFT LABOR										
DATE	TIME*	NUMBER OF PEOPLE	X	APPROX. HOURS	=	TOTAL HOURS	@	HOURLY RATE	=	ESTIMATED COST
			X		=		@	\$	=	\$
			X		=		@	\$	=	\$
			X		=		@	\$	=	\$
			X		=		@	\$	=	\$
TOTAL ESTIMATED COST									=	\$

*When scheduling dismantle forklift labor, be sure to allow sufficient time for the aisle carpet to be removed after the close of the show.

EXHIBITING COMPANY NAME	BOOTH NUMBER



Specialty Items & Services Order Form

If your exhibit space requires an item or service that was not included in the manual please use this form to place your order.

The following guidelines apply to Specialty Items:

- The Exhibitor must contact [Marion Moon](#) to receive a written quote for specialty items or services.
- **No refunds will be made to specialty orders once move-in begins.** Cancellations made prior to move-in will be charged 50% of the order price.
- No credits or adjustments to invoices will be made after the close of the show. Insurance for the full market value of rental equipment or any costs for repair/replacement due to neglect/loss is the responsibility of the customer.
- By submitting this form, the Exhibitor accepts the price(s) quoted by The Tradeshow Group, and will be billed accordingly.

QTY.	DESCRIPTION OF ITEM OR SERVICE	DATE QUOTED	QUOTED PRICE
			\$
			\$
			\$
			\$
TOTAL DUE			\$

Ordered by:

EXHIBITOR AUTHORIZED REPRESENTATIVE (SIGNATURE)

EXHIBITOR AUTHORIZED REPRESENTATIVE (PRINT NAME)

EXHIBITING COMPANY NAME	BOOTH NUMBER



Shipping Information & Instructions

Instructions for Shipping

Advance Warehouse Deliveries
Show Site Deliveries

Must be delivered to warehouse by **September 4**.
 Must **NOT** arrive before **September 12**.

- **Label every piece in your shipment with your Company Name and Booth Number.**
- Number individual pieces in shipments. Example: *1 of 4, 2 of 4, etc.*
- Any additional paperwork, such as a carrier's bill of lading, should indicate the piece count and a description of the freight. Example: *2 boxes, 1 crate, 4 fiber cases.*
- Shipments must be sent with freight charges prepaid. Collect shipments cannot be accepted.
- Remove any old shipping labels from your freight.
- For your convenience, shipping labels are provided in the Exhibitor Service Manual.

ADVANCED WAREHOUSE DELIVERIES

To: Company Name and Booth #
Hold For: MCoE 2015
The Tradeshow Group, Inc.
c/o RAC Logistics
4145 Thurman Road
Conley, GA 30288

TTG, as the exclusive drayage contractor, will receive crated, boxed or skidded materials at the warehouse up to 30 days prior to show move-in. **Uncrated and loose materials cannot be received at the warehouse.**

Warehouse hours are **Monday through Friday from 8:00 am to 3:30 pm.**

All warehouse freight will be delivered to show site on OVERTIME and will be billed as outlined on the [Material Handling](#) pages in this manual.

SHOW SITE DELIVERIES

To: Company Name and Booth #
Show: MCoE 2015
c/o The Tradeshow Group, Inc.
McGinnis-Wickam Hall
Gardner Field and Building 4
1 Karker Street
Ft. Benning, GA 31905

Shipments must not arrive before September 12, 2015. Shipments that do not arrive during official move-in periods will incur an additional charge. Please refer to the [posted times](#) in this manual.

It is the responsibility of the exhibitor to make appropriate arrangements.



Material Handling Information

Material Handling is a service provided by TTG that includes: storage of your materials at the warehouse; receiving shipments at show site; removal, storage and return of empty containers; and loading freight on the outbound. These charges are separate from your shipping charges. Material Handling is priced per delivery, with a **200 lb minimum**. Rates are based on the inbound weight of the shipment, per 100 lbs (CWT), and are rounded up. For Example: 238 lbs is 3 CWT.

All warehouse freight will be delivered to show site on OVERTIME and will be billed as outlined below.

MATERIAL HANDLING DEFINITIONS & RATES		
CRATED, BOXED AND/OR SKIDDED SHIPMENTS	All shipments that can be unloaded with no additional handling and arrive on straight time by the warehouse deadline date or during official show move-in.	
	Warehouse Delivery (per 100 lbs)	\$ 154.00
	Show Site Delivery (per 100 lbs)	\$ 158.00
SPECIAL HANDLING SHIPMENTS	Uncrated, double-stacked and mixed shipments, or shipments that require additional handling or equipment, that arrive on straight time during official show move-in. Shipments arriving without certified weight tickets, will be weighed on show site and charged special handling.	
	Show Site Delivery (per 100 lbs)	\$ 165.00
OVERTIME/OFF TARGET SHIPMENTS	All freight received at the warehouse or show site that must be moved into or out of a booth before 8:00 am or after 3:30 pm weekdays, anytime on weekends and holidays. This rate will also apply to shipments received after the warehouse deadline or outside of official move-in periods. These rates are charged per occurrence, per CWT based on the inbound weight.	
	Inbound (per 100 lbs)	\$ 33.15
	Outbound (per 100 lbs)	\$ 33.15

Use this table to calculate your estimated Material Handling cost:

RATE PER DELIVERY	X	WEIGHT (CWT) 200 LB MINIMUM	=	ESTIMATED COST
	X		=	
	X		=	
	X		=	
	X		=	

EXHIBITING COMPANY NAME	BOOTH NUMBER



Vehicle/Rolling Stock Information

Vehicle/Rolling Stock Notification Deadline: August 28, 2015

Exhibitors with vehicles or other rolling stock (self-propelled or pushed) scheduled for display must notify TTG, Inc. in writing no later than **Friday, August 28, 2015**. **All vehicles, trailers and other types of rolling stock will be subject to spotting fees.** "Spotting" is the placement and removal of a vehicle, trailer, etc. on the show floor, including the outdoor display areas. Vehicles and other rolling stock must be sent with freight charges prepaid.

VEHICLES/ROLLING STOCK	COST PER VEHICLE	X	NUMBER OF PIECES	=	ESTIMATED COST
All vehicles/rolling stock must arrive during assigned move-in time. Off-target or unscheduled deliveries will be assessed a 50% surcharge.	\$ 650.00	X		=	\$

VEHICLE/ROLLING STOCK DETAILS				
DESCRIPTION	LENGTH	WIDTH	HEIGHT	WEIGHT (LBS)
SPECIAL INSTRUCTIONS:				

Rules Regarding Vehicles

- Battery leads must be disconnected and ends taped.
- Gasoline powered vehicles must contain less than 1 gallon of gas per vehicle.
- Fuel tanks must have locking gas caps.
- Refueling or removal of fuel from vehicles while on the premises is prohibited.
- Vehicles inside the convention center cannot be turned on, operated or moved during show hours.
- All spotting service orders are subject to TTG, Inc.'s Payment Policy and Limits of Liability.

EXHIBITING COMPANY NAME	BOOTH NUMBER



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McGinnis-Wickam Hall
 September 15-16, 2015

Inbound Shipment Notification Form

Shipments will be received and handled in accordance with the information set forth in the enclosed [shipping instructions](#) and [material handling information](#).

CTFS, Inc. is the Official Show Carrier for Air and Ground Freight.

INBOUND SHIPMENT INFORMATION

SHIPPER NAME _____		ORIGIN CITY _____		STATE _____	
SELECT CARRIER: <input type="checkbox"/> CTFS (OFFICIAL) <input type="checkbox"/> OTHER: _____		PRO #: _____			
SELECT METHOD: <input type="checkbox"/> NEXT DAY <input type="checkbox"/> SECOND DAY <input type="checkbox"/> DEFERRED 3-5 DAY <input type="checkbox"/> GROUND					
<input type="checkbox"/> VAN LINE <input type="checkbox"/> COMPANY VEHICLE <input type="checkbox"/> OTHER: _____					
SHIPPING DATE _____		NUMBER OF PIECES _____		SHIPMENT WEIGHT (LBS) _____	
DIMENSIONS OF LARGEST PIECE:		X		X	
		HEIGHT		WIDTH	
				LENGTH	
				WEIGHT (LBS)	
WILL YOU REQUIRE A FORKLIFT WITH OVER 4,000 LBS OF CAPACITY?		<input type="checkbox"/> YES		<input type="checkbox"/> NO	
WILL YOUR FREIGHT BE SHIPPED TO THE ADVANCED WAREHOUSE?		<input type="checkbox"/> YES		<input type="checkbox"/> NO	
COMMENTS/SPECIAL HANDLING REQUIREMENTS: _____					

ATTACH SEPARATE SHEET FOR MULTIPLE SHIPMENTS IF NECESSARY

EXHIBITING COMPANY NAME	BOOTH NUMBER

ADVANCE SHIPMENT

FROM:

TO:

EXHIBITING COMPANY NAME

BOOTH

HOLD FOR: MCoE 2015
The Tradeshow Group, Inc.
c/o RAC Logistics
4145 Thurman Road
Conley, GA 30288

RUSH: EXHIBIT MATERIAL

MUST ARRIVE BY SEPTEMBER 4 AT 3:30 PM

PIECE: _____ OF _____

ADVANCE SHIPMENT

FROM:

TO:

EXHIBITING COMPANY NAME

BOOTH

HOLD FOR: MCoE 2015
The Tradeshow Group, Inc.
c/o RAC Logistics
4145 Thurman Road
Conley, GA 30288

RUSH: EXHIBIT MATERIAL

MUST ARRIVE BY SEPTEMBER 4 AT 3:30 PM

PIECE: _____ OF _____

DIRECT SHIPMENT

FROM:

TO:

EXHIBITING COMPANY NAME

BOOTH

HOLD FOR: MCoE 2015
c/o The Tradeshow Group, Inc.
McGinnis-Wickam Hall
Building 4
1 Karker Street
Ft. Benning, GA 31905

RUSH: EXHIBIT MATERIAL

CANNOT ARRIVE BEFORE SEPTEMBER 12 AT 8:00 AM

PIECE: _____ OF _____

DIRECT SHIPMENT

FROM:

TO:

EXHIBITING COMPANY NAME

BOOTH

HOLD FOR: MCoE 2015
c/o The Tradeshow Group, Inc.
McGinnis-Wickam Hall
Building 4
1 Karker Street
Ft. Benning, GA 31905

RUSH: EXHIBIT MATERIAL

CANNOT ARRIVE BEFORE SEPTEMBER 12 AT 8:00 AM

PIECE: _____ OF _____

DIRECT SHIPMENT

FROM:

TO:

EXHIBITING COMPANY NAME

BOOTH

HOLD FOR: MCoE 2015
c/o The Tradeshow Group, Inc.
Gardner Field
1 Karker Street
Ft. Benning, GA 31905

RUSH: EXHIBIT MATERIAL

CANNOT ARRIVE BEFORE SEPTEMBER 12 AT 8:00 AM

PIECE: _____ OF _____

DIRECT SHIPMENT

FROM:

TO:

EXHIBITING COMPANY NAME

BOOTH

HOLD FOR: MCoE 2015
c/o The Tradeshow Group, Inc.
Gardner Field
1 Karker Street
Ft. Benning, GA 31905

RUSH: EXHIBIT MATERIAL

CANNOT ARRIVE BEFORE SEPTEMBER 12 AT 8:00 AM

PIECE: _____ OF _____



Outbound Material Handling Agreement

Material Handling forms will be available for pick-up at the TTG Service Desk. **All exhibitors shipping materials out of the show must complete a Material Handling form, regardless of carrier.** Once your shipment is packed and ready to be picked up, please return your completed MH Form to TTG. Shipments without a MH Form turned in to TTG will be returned to our warehouse in Virginia at a considerable cost to the exhibitor. TTG does not accept responsibility for any exhibitor property left on the show floor unattended.

*If you are using the **Official Freight Carrier, CTFS, Inc.**, TTG will provide pre-printed shipping labels at the close of the show. Please indicate the number of labels below.*

CTFS SHIPMENT INFORMATION

SELECT METHOD: ☐ NEXT DAY ☐ SECOND DAY ☐ DEFERRED 3-5 DAY ☐ GROUND
☐ VAN LINE ☐ COMPANY VEHICLE ☐ OTHER: _____

DESTINATION INFORMATION:

COMPANY NAME

OF LABELS

BOOTH NUMBER

STREET ADDRESS

CITY

STATE

ZIP

ATTENTION

PHONE

E-MAIL ADDRESS

FAX/OTHER

ATTACH SEPARATE SHEET FOR MULTIPLE SHIPMENTS IF NECESSARY.

OUTSIDE CARRIER SHIPMENTS

SELECT METHOD: ☐ AIR FREIGHT ☐ GROUND FREIGHT

NAME OF OUTSIDE CARRIER

Outside carriers must check in by 9:00 PM on Wednesday, September 16, 2015.

EXHIBITOR SIGNATURE

DATE

EXHIBITING COMPANY NAME	BOOTH NUMBER



Exhibitor Appointed Contractor Form

Deadline for EAC Notification: September 5, 2015

Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor supervise labor, unpack, erect, assemble, dismantle and pack displays or equipment must abide by the following:

The Exhibitor must notify Show Management and The Tradeshow Group, Inc. (TTG) in writing no later than 7 working days prior to show installation.

The Exhibitor must ensure their contractor provide TTG with a certificate of insurance proving a minimum of \$1,000,000 liability coverage with respect to injuries to any one person in any one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence, and \$500,000 with respect to damage of property, at least 7 working days prior to show installation. This certificate must name TTG and Show Management as additionally insured.

The Exhibitor is ultimately responsible for all services in connection with his exhibit, including: freight, drayage, rentals, labor, etc.

The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.

The EAC shall share with TTG all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

The EAC must provide TTG and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.

The EAC may not, under any circumstances, solicit business on the show floor.

The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.

Upon request the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all labor agreements and regulations.

The Official Contractor has total control of all areas of the exhibit hall, i.e. aisles, loading docks, storage areas, etc. The EAC must coordinate all of its activities with TTG.

The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.

The EAC must notify TTG of the names of all exhibiting companies for whom they have orders and the names of all employees working for them on the show. All exhibitor service firms must provide insurance certificates to TTG and the sponsor of the exhibition. EACs will not be allowed access to the show floor without a certificate of insurance on file with TTG.

EXHIBITING COMPANY NAME

BOOTH NUMBER

SERVICE FIRM NAME (EAC)

CONTACT NAME

STREET ADDRESS

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

PHONE



The Tradeshow Group
Innovators Who Listen

MCoe 2015

McGinnis-Wickam Hall
September 15-16, 2015

Third Party Payment Authorization Form

Deadline for Pre-Show Pricing: August 28, 2015

Please select a Method of Payment:

- ☐ Check Enclosed
☐ MasterCard

- ☐ American Express
☐ Visa

TTG Payment Policy: Payment in full must accompany your order. Purchase orders are not considered payment. For your convenience, we accept payment by company check (U.S. Dollars drawn on a U.S. bank), Visa, MasterCard and American Express. EVEN IF YOU ARE PAYING BY CHECK, a credit card must be on file prior to processing any orders. Any show site charges for outbound labor, freight or miscellaneous items not paid before the close of the show will be billed to your credit card. BE SURE TO PICK UP AND REVIEW YOUR STATEMENT OF CHARGES at the TTG Service Area prior to move-out. No credits or adjustments to invoices will be made after the close of the show. While every effort is made to have all charges posted to exhibitors' accounts at show close, accounts are subject to final audit.

CARD NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXPIRATION DATE

		/		
--	--	---	--	--

SECURITY CODE

--	--	--	--	--

CARDHOLDER NAME

CARDHOLDER SIGNATURE

BILLING ADDRESS

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

PHONE

Please indicate which services will be ordered and paid for by Third Party:

- | | | |
|---|--|--|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Audio-Visual Rental | <input type="checkbox"/> Floral |
| <input type="checkbox"/> Furniture Rental | <input type="checkbox"/> Carpet Rental | <input type="checkbox"/> Display Labor |
| <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Other: _____ |

Third Party Billing Agreement: In the event that an exhibitor arranges for Third Party billing, both parties must sign below indicating their agreement to abide by these conditions. Forms received without both signatures are invalid. Both the exhibitor and the third party understand and agree that the exhibitor is ultimately responsible for payment of all charges. Further, both parties agree to be bound by all terms and conditions as described on the payment forms in this manual. In the event that the named Third Party does not discharge payment prior to the last day of the show, charges will revert back to the exhibitor. **Both parties, regardless of how they choose to pay, must place a credit card on file with TTG, Inc. prior to exhibitor move-in.**

EXHIBITOR AUTHORIZED REPRESENTATIVE (SIGNATURE)

EXHIBITOR AUTHORIZED REPRESENTATIVE (PRINT NAME)

THIRD PARTY AUTHORIZED REPRESENTATIVE (SIGNATURE)

THIRD PARTY AUTHORIZED REPRESENTATIVE (PRINT NAME)



Services & Equipment Order Summary

Deadline for Pre-Show Pricing: August 28, 2015

Order Form Checklist

Use this checklist to make sure your order is complete when submitted. All applicable forms (including this page) should be completed and returned to The Tradeshow Group via Fax, E-Mail or Mail. Please note that mandatory forms are in **red**.

- | | |
|--|---|
| <input type="checkbox"/> Advanced Payment Authorization | <input type="checkbox"/> Forklift Labor |
| <input type="checkbox"/> Furniture & Accessories Rental | <input type="checkbox"/> Specialty Items & Services |
| <input type="checkbox"/> Carpet Rental & Booth Cleaning | <input type="checkbox"/> Vehicle/Rolling Stock Notification |
| <input type="checkbox"/> Audio-Visual Rental | <input type="checkbox"/> Inbound Shipment Notification |
| <input type="checkbox"/> Tent Rental | <input type="checkbox"/> Outbound Material Handling Agreement |
| <input type="checkbox"/> Electrical Services | <input type="checkbox"/> Exhibitor Appointed Contractor |
| <input type="checkbox"/> Floral | <input type="checkbox"/> Third Party Payment Authorization |
| <input type="checkbox"/> Display Labor | <input type="checkbox"/> CTFS Bill of Lading |

Estimated Totals

When estimating costs, be mindful of special pricing and ordering deadlines. TTG will not honor Pre-Show Pricing on orders received after **August 28, 2015** or on orders received without payment.

DESCRIPTION OF SERVICE OR RENTAL	ITEM TOTAL
Furniture & Accessories Rental	\$
Carpet Rental & Booth Cleaning	\$
Audio-Visual Rental	\$
Tent Rental	\$
Electrical Services	\$
Floral	\$
Display Labor	\$
Forklift Labor	\$
Specialty Items & Services	\$
Estimated Material Handling	\$
Rolling Stock	\$
ESTIMATED TOTAL	\$

EXHIBITING COMPANY NAME	BOOTH NUMBER



TTG Limits of Liability

THE TRADESHOW GROUP, INC. (TTG) shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage. TTG will also not be responsible for damage to shipments that are received without a proper bill of lading to note damage or piece count on incoming shipment.

TTG shall not be responsible for loss, theft or disappearance of exhibitor's materials after they have been delivered to Exhibitor's booth.

TTG shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from Exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments will be checked at time of actual pickup from the booth and correction made where discrepancies occur.

TTG shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any cause beyond TTG's control.

TTG liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event TTG's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.

TTG shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.

It is understood that it is the Exhibitor's responsibility to ensure that all materials are insured from the time they leave your firm until they are returned after the show. A "rider" to an existing policy can usually do this.

The consignment or delivery of a shipment to TTG by an Exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth.

Empty container labels will be available at the TTG Service Desk. Affixing the labels is the sole responsibility of the exhibitor and/or his representatives. All previous labels should be removed. TTG assumes no responsibility for containers with incorrect labels. All containers must be empty when stored; TTG assumes no liability for material or equipment left inside a container marked as empty.

TTG's liability shall be limited to any loss or damage, which results solely from TTG's negligence in the actual physical handling of items comprising our shipments and not for any other types of loss or damage. TTG will provide its services as the exhibitor's agent, and not as bailee, or shipper. If any TTG employee shall sign a delivery receipt, bill of lading, or other documents, TTG is doing so as an agent only.

In order to expedite removal of materials and equipment, **TTG** has the authority to change exhibitor-designated carriers if such carriers fail to pick up in time to vacate the building. In the event such actions are necessary, no liability of any nature shall attach to TTG or Show Management. Exhibit materials remaining after move-out hours without forwarding instructions will be sent to the permanent address of the exhibitor, or of its agent. In any event, TTG will not be liable for exhibit materials abandoned at the exhibit site.



Convention & Tradeshow Freight Specialists, Inc.

CTFS is a full-service air freight forwarding company. A woman-owned company with more than 30 years of experience, we offer:

- pre-show planning
- 24/7 phone support
- on-site representation
- local, regional & national forwarding
- local distribution & warehousing
- online booking & tracking
- pre-printed labels
- door-to-door service



Hear what customers say about us:

"VT Miltope participates in approximately 20-25 trade shows per year. CTFS has been our carrier of choice for over 15 years. Their reliability, resourcefulness and dependability are unsurpassed. We have never had a request they couldn't fulfill."

-Jett Porter, VT Miltope

"I just wanted to thank you again for all of the industry advice and help you provide. You really do "go the extra mile" for us and I appreciate the GREAT service I always get from CTFS..."

-Kim Wetsel, TSSI

For fast reliable pick-up and delivery on *your* schedule, call today:

866-493-7447



Shipping Solutions to and from all trade shows

- same day: for time-sensitive deliveries*
- next day: next business day
- second day: delivery by 5:00 pm the second business day
- 3-5 day deferred: optimized savings for standard delivery

*Some restrictions apply.

CTFS, Inc.

1325 Wilkes Street
Alexandria, VA 22314

Phone: 703.518.4720

Fax: 703.518.4729

E-mail: sales@ctfshows.com

www.ctfshows.com



BEAR DOWN AND PRINT ALL LETTERS THIS IS A 4 PLY FORM.



Convention and Tradeshow Freight Specialists, Inc.
t/a World Express

Mailing Address
P.O. Box 4668
Alexandria, VA 22303
(703) 518-4720

FAX: (703) 518-4729
www.ctfshows.com

Airport Office
1325-B Wilkes Street
Alexandria, VA 22314
(703) 518-4720

BILLED AT
DCA

AIRBILL NUMBER

PLEASE REFER TO ENTIRE NUMBER

DATE ORIGIN CODE DFST. CODE VIA

SHIPPER

COMPANY SHIPPING TO

PICK-UP ADDRESS

ADDRESS

CITY

STATE

ZIP

CITY

STATE

ZIP

PERSON TO CONTACT

PHONE #

NAME OF SHOW

PHONE #

NAME OF SHOW

COMPANY EXHIBITING

BOOTH #

DRAYAGE CONTRACTOR

COMPANY EXHIBITING

BOOTH #

PERSON AT SHOW

CELL PHONE #

PERSON TO CONTACT

PERSON AT SHOW

CELL PHONE #

CREDIT CARD NUMBER

EXP

CCV

REQUESTED
DELIVERY DATE

NAME ON CREDIT CARD

E-MAIL

BILLING ADDRESS

PHONE

CITY

STATE

ZIP

Priority



Standard 2 Day



Deferred 3-5 Day



Special Pickup



AM PM

Special Delivery



AM PM

NO. OF PCS.
TOTAL

DESCRIPTION OF PIECES - NATURE OF CONTENTS
MARKS AND NO.'S

- ☐ CARTONS OR BOXES
☐ VINYL CASES OR TRUNKS
☐ WOODEN CRATES
☐ FLAT PIECES OR TUBES
☐ SKIDS OR PALLETS
☐ OTHER:

SPECIAL INSTRUCTIONS

Show Opens

Date

Time

Show Closes

Date

Time

CTFS Will be Returning Shipment at Close of the Show Yes ☐ No ☐

BUSINESS HOURS

PICK-UP DATE

In the event of loss, destruction, or delay, it is agreed that the value of the shipment shall not be more than \$50/lb. or \$50.00 per shipment, whichever is less, unless separately declared and insured as herein provided. CTFS, Inc. shall have no responsibility for the performance of any acts not clearly specified herein. The invoice for shipment by CTFS, Inc. is due and payable upon receipt. If not paid within 10 (ten) days of receipt, the account will be deemed overdue and, acknowledging the fact that damage to the CTFS, Inc. is difficult to ascertain, a late payment fee computed at the rate of 1 1/2% of the shipper's outstanding balance or \$20/month, whichever is greater, shall be charged for each month or part thereof that the account remains outstanding. If the account is not paid within 30 (thirty) days of its due date, then CTFS, Inc. shall assign said account for collection and, in addition to the amounts above set forth, the undersigned agrees to pay such additional charges as CTFS, Inc. may incur including collection agency fees, court costs, and attorney fees. Any claims for damage to a shipment, shortages, or late delivery does not constitute "cause" for non-payment. This contract shall be deemed to have been executed in Alexandria, Virginia. If any legal action is taken to enforce any provision of the agreement, it shall be commenced and maintained in Alexandria, Virginia. By execution hereof, the undersigned directly, or through his signing agents, agrees to the above terms as well as those stated on the reverse side hereof.

☐ CO. CHECK OK

☐ CERTIFIED CHECK ONLY

F.C.C.O.D.



WEIGHT

RATE SCALE

WT.

RATE



ACTUAL
WEIGHT

PICK
UP



DIM. WT.

DEL.

INSURANCE



INS.



SPECIAL
SERVICES

SPEC'L

FUEL
SURCHG.

REMIT PAYMENT TO:

Convention and Tradeshow
Freight Specialists, Inc.

P.O. BOX 4668
ALEXANDRIA, VA 22303
(703) 518-4720

ADD'L
CHARGES

SUB
TOTAL

TOTAL

BILLED AT
DCA

AIRBILL NUMBER

X

DATE

TIME

A M

X